

SCI-TECH NEWS*The Official Bulletin of the***SCIENCE-TECHNOLOGY DIVISION
SPECIAL LIBRARIES ASSOCIATION**

CHEMISTRY • ENGINEERING • PAPER • PETROLEUM • PHARMACEUTICAL • PUBLIC UTILITIES

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No. 1

SCIENTIFIC MEETINGS**Committee of 2000+ Members**

If SCI-TECH NEWS is accomplishing its mission, it is bringing to its members news of the technical library world particularly as experienced and interpreted within the Science-Technology Division of Special Libraries Association.

This issue brings a progress report of SCIENTIFIC MEETINGS, a list of forthcoming scientific and technical meetings to be published by a committee under Gertrude Bloomer's seasoned guidance. Gertrude has helped to establish some of the Pharmaceutical Section publications of which the Division is so proud. Each Section will be represented on her committee for the proposed list, thus reflecting Division-wide interest. The first number was prepared with the cooperation of the following members of Science-Technology Division: Robin Adair, Lois Brock, Mrs. Ann W. Cassar, Elizabeth Eaton, Elma Evans, and Mrs. Elizabeth W. Tapia. They scanned many periodicals and helped reach decisions about information to be included, method of listing and format.

After accumulating information on several hundred meetings and comparing this with other published lists, the committee decided for the present not to duplicate meetings which appeared in the February 4 issue of CHEMICAL & ENGINEERING NEWS unless they could add significant information. They also voted for the alphabetical rather than the more common chronological arrangement. Besides the basic details of date and place of meeting, they agreed wherever possible to include the name of a secretary or registrar and to give literature references for supplementary information such as topics to be discussed or speakers. Meetings outside the United States and those scheduled for 1958 and 1959 will be used.

The Publications Committee of the Special Libraries Association has suggested that we try this publication within our own Division for a while and then launch a campaign aimed at a

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wider public. Meanwhile we can build up the committee, standardize on sources to be covered, make any changes which are indicated and have a really first-rate periodical.

Theoretically we have a large group of consultants — all 2153 of you who receive this current issue. If you have a definite reaction to the list in its present form, why not write to Gertrude Bloomer and tell her your opinion? Some of you, for example, may prefer the chronological arrangement with a subject index similar to the list of international meetings published by the National Science Foundation. Others may actually welcome the proposed grouping under association names in spite of all the cross-references necessitated by co-sponsoring agencies and symposia titles. Some may want translated titles of foreign societies. Our policy at present is to use the names of all associations in the original language. There may be appeals to include meetings in the CEN list even though it would lengthen our list and increase the subscription price beyond the \$2.00 now proposed.

Please look over the enclosed sample page. If you like what you see, send the attached coupon and become a charter subscriber. If you are not completely satisfied that this is a venture of great potential, send the attached coupon anyway and give your ideas for improvement to Gertrude Bloomer, Librarian, The William S. Merrell Company, Cincinnati 15, Ohio.

SCI-TECH NEWS

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Free to Division members; \$3.00 to non-members.

CONVENTION HIGHLIGHTS

Boston, Hotel Statler

May 26-30, 1957

SUNDAY, MAY 26

Evening: 7-9 Convention-wide "Open House" -
Guests of Boston Chapter

MONDAY, MAY 27

Morning: General Session of the Association.
Keynote Speaker: Verner Clapp
(Council on Library Resources, Inc.)

Afternoon: Metals Division (Sci-Tech members
welcome) - "Technical Writing"
"Growth of the Technical Writing
Profession", Robert L.
Rathbone (M.I.T.)
"How the Librarian Can Aid the
Technical Writer", B. H. Weil
(Ethyl Corp.)
"How the Technical Writer Can
Aid the Librarian", Eugene
Jackson (General Motors)
"The Relationship of Technical
Writing and Library Func-
tions", Karl A. Baer (National
Housing Center, Washington,
D.C.)

Evening: 7:45 Sci-Tech Social Hour
10:00 Convention-wide Reception and Open
House at Boston Public Library.

TUESDAY, MAY 28

Morning: Geography and Map Division (Sci-
Tech members welcome) - "Opera-
tion Deep-freeze", Rev. Daniel
Linehan, S. J.
12:00 Chemistry Section - Luncheon
Public Utilities Section - Luncheon
Paper & Textiles Section - Luncheon
and business meeting

Afternoon:

2:00 General Session of the Association -
"Professional Status at Stake?"

3:30

Chemistry Section - Business Meet-
ing
Petroleum Section - Business Meet-
ing
Engineering Section - Business
Meeting
Pharmaceutical Section - Business
Meeting
Public Utilities Section - Business
Meeting

Evening: Executive Board and Advisory Coun-
cil of the Association - Open Meeting

WEDNESDAY, MAY 29

Morning: Sci-Tech Division - "Special Li-
brary Management"

9:15 Introductory Remarks, R. C. Gremling,
Division Chairman

9:30 "Management Cost Trends in Infor-
mation Searching", D. O. Myatt
and Jacob Entel (Atlantic Re-
search Corp.) Sponsored by Chem-
istry Section

10:00 "How to Define Organizational Li-
brary Requirements and How to
Meet Them", Saul Herner (Con-
sultant) Sponsored by Petroleum
Section

10:30 "Scientific Management Evaluation
of Library Services", Mrs. Ka-
therine Weed (Bureau of Ordnance,
Department of the Navy) Spon-
sored by Engineering Section

11:00 "The Legality of Reproducing Printed
Materials", Robert Bray (Techni-
cal Information Division, Library
of Congress) Sponsored by Phar-
maceutical Section

Afternoon: Sci-Tech Division. R. C. Gremling,
presiding

2:00 Topic to be announced, Dr. Lincoln
R. Thiesmeyer (Pulp & Paper
Research Institute of Canada)
Sponsored by Paper and Textiles
Section

2:45 "Interlibrary Loans - A Perennial
Problem for Special Libraries",
Kenneth Knight (Boeing Airplane
Company) Sponsored by Public
Utilities Section

3:15 Business Meeting of the Division

Evening: Banquet: "East of Suez", Saville
Davis (Christian Science Monitor)

THURSDAY, MAY 30

Morning: Business Meeting of the Association

Afternoon:

2:00 Business Meeting of the Association
3:30 *Sci-Tech Division* Advisory Committee - for outgoing and incoming Division officers and committees
3:30 *Documentation Division* - "Matching the Documentation and Service Requirements of Special Libraries to the Capabilities of Machines", speakers to be announced.

Evening:

8:30 Boston Symphony "Pops" Concert

POST-CONVENTION PROGRAM

FRIDAY, MAY 31

"Sci-Tech Day on Research Row"

Morning: *Sci-Tech Division* (members of other divisions welcome)

9:30 Kresge Auditorium, Massachusetts Institute of Technology
"Mechanical Translation", Dr. W. N. Locke (M.I.T.)

"Indexing Physical and Chemical Properties Using Accounting Machines", Virginia Valeri (Arthur D. Little, Inc.)

"I Never Remember Which; the Copy-Right Problem", Albert S. Davis (Research-Cottrell, Inc.)

11:30 Tour of M.I.T. (Chapel and Libraries)

Afternoon:

1:45 Luncheon at M.I.T. Faculty Club (*Sci-Tech* members only)

3:00 Pharmaceutical Section: Open House at Massachusetts College of Pharmacy Library. Hostess: Clara Robeson

3-5 Trips to Godfrey L. Cabot, Inc., Polaroid Company, or Museum of Science in Cambridge

HONORS

Marie Goff, was one of 65 alumni of Drexel Institute who received citations for professional and civic achievement at the Institute's sixty-fifth Anniversary Convocation. Theme of the assembly was "The Advancement of Learning through the Organization of Science and Invention". It is obvious to anyone who knows Mrs. Goff that her administration of the technical library, E.I. duPont de Nemours & Company, and her wide-spread professional activities have contributed greatly to this advancement.

SYMPOSIUM ON SYSTEMS FOR INFORMATION RETRIEVAL

The School of Library Science of Western Reserve University, in conjunction with its Center for Documentation and Communication Research, will present on April 15, 16, and 17, 1957, the nation's first comprehensive demonstration of systems presently in use for the organization, storage, and retrieval of recorded information, together with a symposium on information-handling problems and techniques.

Co-sponsor of these activities is the Council on Documentation Research, a group recently formed by representatives of organizations in government, industry, and education for the stimulation of effective cooperation among those who produce, organize, and use information of all types in all fields.

An outgrowth of the Conference on the Practical Utilization of Recorded Knowledge held in Cleveland in January 1956, this three-day program will bring together 20 or more information systems devised or adapted by their users to meet specific problems. Machines needed to make the presentations most effective will also be demonstrated, but the emphasis is to be on working systems.

Verner Clapp, Director of the Council on Library Resources recently formed by the Ford Foundation, will discuss the role of foundations in documentation research.

For the three days of the symposium a model information center will be set up on the University campus, and answers to questions asked in Cleveland will be sought in the information resources of cooperating organizations across the country and abroad. In this way both high-speed transmission methods and rapid searching techniques will be shown in operation.

Further information may be obtained from:

Jesse H. Shera, Dean
School of Library Science
Western Reserve University
Cleveland 6, Ohio

TO SUBSCRIBERS OUTSIDE U.S.A.

Did you receive all three issues of *SCI-TECH NEWS* for 1956? Our printer uses envelopes addressed by the stencils at headquarters. However, for one or two issues, he may have used insufficient postage on copies going outside the United States. Please notify the editor if you failed to receive any copies to which you were entitled.

MINUTES OF THE MEETING
of the Advisory Committee
Science-Technology Division
Special Libraries Association
held at Sheraton-McAlpin Hotel, New York
March 2, 1957

Present:

R. C. Gremling
S. Bragg
A. V. Neil
B. Fry
J. L. Olsen
H. Craig
L. Michaels
H. Friedenstein

Announcements by R. C. Gremling:

1. The Advisory Council of the Association went on record as recommending that:
 - a. The members of the Advisory Council are opposed to an official five-day convention.
 - b. The Association business meeting be held earlier in the convention.
 - c. The minimum Chapter and Division allotment be \$100.00 annually.
2. It was recommended by the Advisory Council that they hold only one meeting over and above the mid-winter meeting. In the past there has also been a fall meeting.

SECTION REPORTS

Engineering:

Mr. Fry reported that the Engineering Section program for the Convention is well in hand. The Vice Chairman has resigned; necessitating an additional nomination in the Section.

Pharmaceutical:

J. L. Olsen announced that the Pharmaceutical Section will publish a report in a week or so. "Drug Information Sources" was mentioned. This is a new venture sponsored by the Section and will appear in *American Journal of Pharmacy* for January 1957. The Division Chairman requested that in the future such projects be reported to the Division before they are announced publicly.

Chemistry:

Miss Friedenstein reported that she had received a telegram from Mrs. Jacoby in which she stated that the Chemistry Section would like to publish its subject heading list in *Chemical and Engineering News*. This is the list which derived from an attempt to compile an index to the A.J. Ch. E. Trans.

The Manual of Procedure for this Section is recommended as a new project. It is hoped that a new membership list can be published in 1958.

Treasurer's Report:

The Treasurer submitted a completely revised report and asked that the one submitted in November be withdrawn. It was incorrect because of discrepancies in the cash balance and the books. There was more money in the bank than reported.

Balance on hand as of July 1, 1956	\$1934.82
Receipts (Entire 1956 allotment of \$2248.42 received in February 1956)	000.00
Expenditures	368.15
Balance on hand as of November 2, 1956	\$1566.67
Receipts (Allotment for first half, 1957)	537.70
Expenditures	293.27
Balance on hand as of March 2, 1957	\$1811.10

The Treasurer having asked for a decision from the Executive Committee on which figure should be used for Section Allotments, it was decided to use the December figures from Headquarters. These are the ones used to figure the Division allotment.

Committee Reports:

1. Nominating: Margaret Rocq, Chairman
for Chairman: Sidney Bragg, Chairman-Elect
for Chairman-Elect: Lois Brock
Margaret A. Firth
for Secretary: Effie Birdwell
Helen P. Thompson
for Treasurer: Alice V. Neil

2. Ellis Mount, Chairman of the *PB Index Committee* reported that the Philadelphia chapter is not interested in undertaking a revision of the *PB Index*. The Socony-Mobil Oil Co. is still willing to make their index available. However, the publishers of the *Index to PB Reports* have announced the preparation of a cumulative index to volumes 11 through 20. It was decided to ask Mr. Mount to determine whether this index will be correlative. If so, it seems our needs will be served and there is no need for a Division project.

3. The latest Division *Membership* figures as reported by F. C. Battell are 2092.

4. The *Archivist*, Miss Helen Craig, submitted a report listing S-T officers for the years 1922-1940. In connection with the S-T history, Mr. Gremling announced that an outline is due in May, 1957. He proposed that Miss Craig and Miss Elsie Ray, S-T historian, use an outline submitted by K. Fegenhaugh and fill in the necessary data to be forwarded to Miss Alma Mitchell, SLA historian.

5. R. Gibson of Battelle Memorial Inst. in an unofficial capacity requested information on the *Bibliography Pool Project*. Iver Igelsrud, last known chairman of the project has on file about 100 bibliographies. Mr. Gibson needs the filing cabinet; ergo, what to do with the bibliographies? It was decided that Dr. Igelsrud, as last official chairman, should communicate with the Science-Technology Division and make recommendations for action.

6. Hanna Friedenstien presented the report on the *Convention*. The luncheons, professional meetings and Post-Convention Day were outlined. The program is to be published in *Sci-Tech News*.

In connection with the Convention papers, Mr. Gremling suggested that, wherever possible, copies be presented to the Association in advance. It will be the responsibility of the Sections to have papers for distribution at the meetings.

The Advisory Committee meeting at 3:30 on Thursday, May 30, is to be attended by both old and new members. The present officers in charge will carry over until the last official meeting of the Convention.

7. Miss Leola Michaels reported on the *Union-List Project*. The committee recommends that they be instructed to proceed with the present project and issue the data on cards - reproduced from the originals. As each letter of the alphabet is completed, those subscribing will receive a set. Further recommendations were:

1. That a committee be set up to settle format, printing and financial questions
2. That provision for revisions be made.

The above recommendations should be handled by the existing S-T publications committee which would appoint a sub-committee. The following editorial policies for the Union List were offered as suggestions to the publications committee.

1. All U.S. documents except serials be eliminated
2. All state documents except serial be eliminated
3. All foreign documents except serials be eliminated
4. All corporate entries be eliminated
5. All of the above items should be saved for possible inclusion in a revision.
6. In the case of foreign language journals the transliterated titles should be used if in foreign language and translated titles used if in English.
The sample having Society names in capitals was preferred
A heavier paper is recommended - perhaps #24.

It was moved by S. Bragg that the Union List Committee become a sub-committee of the Science Technology Publications Committee and that we recommend to Lois Brock that (1) she discuss publication with Dr. Jesse Shera (2) she investigate costs and methods of publishing and that (3) she do something about appointing another committee to cover the years 1954-1958. Motion was seconded and carried.

A question was raised as to whether S-T News can be offered on subscription basis to non-members. A motion was made by A. V. Neil that *Sci-Tech News* be offered on subscription to non-members with the Publications Committee setting a fair price. The Motion carried.

In connection with this motion it was emphasized that we sell the Meetings List on subscription only and the Advisory Committee recommends an amount as high as \$2.00 per year.

A business manager may be necessary to handle subscriptions. The Treasurer asked that a survey be conducted by the chairman of the Publications Committee to determine whether there are commercial firms that handle subscriptions for Societies.

The Meetings List should be announced in journals. Information should be sent to editors in the form of news releases. The next issue of *Sci-Tech News* should carry a sample page as well as an order blank for the Meetings List. Also, the next issue will contain the *Post-Convention* program for the Division and it is advisable to have 500 extra copies printed.

There being no further business, the meeting was adjourned by the Chairman.

SUMMER COURSE IN PHARMACEUTICAL LITERATURE

In response to a formal request from the Joint Committee on Pharmacy College Libraries of the American Association of Colleges of Pharmacy, and as part of its enlarged program for special librarians in service and in training, Columbia University's School of Library Service is offering a course in Pharmaceutical literature and librarianship during the coming Summer Session. The instructor will be Mrs. Irene M. Strieby, who for many years was Librarian of Eli Lilly and Co. and who is now Library Consultant for that company.

The course will provide a survey and evaluation of library materials in the field of pharmacy, with emphasis on bibliographical and information sources, special service problems and organization in pharmaceutical and pharmacy college libraries.

Designed as advanced in-service training for professional librarians now in service, the course has been scheduled to meet two hours daily from Monday through Friday for the last three weeks of the Summer Session (July 29 - August 16) from 7 to 8:40 p.m.

During the Summer Session a number of other courses are being offered that may be of interest to librarians in the pharmaceutical field. In the first half of the Summer Session (July 9 to 26) two additional three-week, double-session courses will be given: *Scientific and technical abstracting and indexing*, taught by T.E.R. Singer, Information Specialist, and *Theory and Practice of Documentation*, taught by Dr. Mortimer Taube, President of Documentation, Inc. During the six weeks there are also being given courses in *science literature, medical literature, and current problems in the technical services*.

The fee for each course is \$90, in addition to which a small registration fee must be paid. No student is permitted to enroll for more than

two courses during the Summer Session. Additional information and applications may be obtained from the School of Library Service, Columbia University, New York 27, N.Y. With the exception of a bachelor's degree and professional experience, there are no academic admission requirements for any of these courses.

PUBLIC RELATIONS CORNER

SPOT-LIGHT ON SERVICE

Have you ever thought about the continuous public relations program a library maintains merely by issuing publications? Each new release is a message to the public that the library is giving service. The reader may not stop to realize all the preliminary work of selecting and ordering, processing and indexing that goes on before a bulletin of accessions appears. He may give very little thought to the reference tools which must be assembled and the techniques which must be mastered before an effective literature survey can be made. However, he usually appreciates the end product and sometimes is moved to express this feeling aloud.

The librarian is often amazed at the facets of library service which appeal to various patrons. It might seem perfectly obvious to you that new products cited in a monthly bulletin find their way into a cumulative index; to the delighted chemist who unearths the composition of a vaguely-remembered trade name, this is a wonderful file. His confidence in the library soars. One researcher will be surprised at the classified patent collection, another at the array of phone books, while a third is being impressed by the number of pages that can be squeezed onto a 3 x 5 microcard.

Why not keep track of the little things which you take for granted but which nevertheless are a source of wonder and delight to the library users? Then use these simple statements of fact on the title pages of your publications or on the bulletin board. They could appear regularly under a caption such as, "Did you know that..." Any library which has service uppermost in its outlook will constantly be finding new tools and methods with which to serve its public. These innovations in themselves are newsworthy. However, by listening to user's comments as they discover files which are new to them, you will be able to make quite a list based on day-to-day routines.

THE LIGHT TOUCH

Sometimes when library routines become "bogged down" and the well-known thoughtless reader needs a sharp reminder, one is tempted

to issue a wordy SOS. Perhaps if they could know all the thoughts in your mind, they might understand why they should reform! 'Taint so. It's surprising how the same old behavior patterns continue even after a notice is sent to every single person who makes use of the library. Then you re-read the notice and think, "That is rather long-winded. In fact, it might even help to perpetuate the old stereotype of the librarian as dragon brooding over her collection. Guess I'd better try something new."

Recently at General Tire & Rubber Co. we tried a new approach to the problem of circulating journals — spurred on by the survey being made at Diamond Alkali on the same subject. It was comforting, somehow, to realize once more that we all have these same bugaboos and must meet them in our own way. Our tactic was to design a new routing slip with a date due column and a place to check "Return later" if the recipient couldn't read the journal in the allotted three days. A brief notice went out to the effect that we wanted to promote maximum use of our materials. We were trying to make it possible and easy for people to get a journal back if they could not read it immediately. PERIODICALS WILL BE SENT FIRST TO THOSE WHO RETURNED THE PREVIOUS ISSUE PROMPTLY. Of the more popular titles at least one copy will be kept in the library for overnight loan.

Coupled with this communication to all chemists was a "Library Health Bulletin" for the bulletin board. It read:

Symptoms: Frequent failure to find needed information

Diagnosis: SLUGGISH CIRCULATION

Prescription: Three-day limit for routine circulation. Reference status for popular journals

Doctor: (Librarian's name)

See current release on Circulation

This brought a few chuckles and several vows to get journals back in a hurry in order to be first on the list. Perhaps the light touch will be effective. See next issue for prognosis.

AND YOU . . .

This first attempt at a public relations corner turned out to be part public relations and part problem-airing. Maybe it should have another name. However, if it inspires any of you readers to send descriptions of your public relations efforts, it will have accomplished its purpose for this issue.

LETTERS TO THE EDITOR

I have just been going through the SCI-TECH NEWS for the Winter, 1956 issue, and noted one error which might possibly cause some confusion. On p. 5 you listed "A Guide to Practical Documentation Literature," by Joan Frankel, as coming from Western Michigan. It actually is one of our Master's Papers here at Western Reserve.

I still go over your "Selected Abstracts" with care, and find many things I have missed. Keep it up!

Sincerely,

Helen M. Focke
School of Library Science
Western Reserve University
Cleveland 6, Ohio

(In response to appeal for back issues)

Can you use these - check marks, scribbles and all? It's no wonder people *want* to keep back files; it's well worth it. But we have the popular handicap - lack of space - so here they are.

R. Cruikshank

I have bulletins of the S-T Division since 1947 when I began subscribing. If you desire any others besides those enclosed, please let me know. Next April I will be moving into a new room where there will be no storage space and it is likely I will have to dispose of all back issues before then. Maybe some chapter would be interested in having them.

Florien McKnight, Libn.
Esso Standard Oil Co.
P.O. Box 551
Baton Rouge, La.

THANKS FOR BACK ISSUES

Many thanks to those who heeded the appeal for back issues. We have filled all requests for missing issues and have a fairly respectable surplus for good measure. Now we are inspired to fill in the editor's file, if possible.

Who knows how many issues appeared under the original title, "Ye Alchemical Libraries Almanack"? We have Tome I, Fasc. 1 (September 1946) and Fasc. 2 (January 1947). Were there more? Tome II is dated 1948. Our first issue of SCI-TECH NEWS is numbered Vol. 3, No. 1, March 1949.

If anyone has copies which fill this gap, could you please send or lend them to the editor: Lois Brock, The General Tire & Rubber Co., Akron 9, Ohio.

SELECTED ABSTRACTS

ABSTRACTING AND INDEXING

Beilstein marks 75th anniversary. Staff. CHEM. & ENG. NEWS 34(52):6310-6311 Dec. 24, 1956

The 75th anniversary is marked by the erection of an office building in Frankfurt, Germany to house the Beilstein and Gmelin Institutes. The history of the 75 years of problems, risks and financial difficulties that attended the publication of Beilstein is told. The 3rd supplement to the 4th edition covering 1930-1950 will begin to appear in 1957 with a completion goal of 1965.

On the fundamental theories of bibliographic organization. T. Minder. AMER. DOC. 8(1): 1-4 Jan. 1957

The author deals with the theoretical basis of bibliographic organization and criticizes the present methods of research.

Quick access to research records. J.H. Fletcher and D.S. Dubbs. C. & E.N. 34(48):5888-91 Nov. 26, 1956

Cyanamid uses a molecular formula index in the form of a card file to record 35,000 organic compounds so that any one or related ones can be located in minutes.

Trends in medical abstracting and indexing tools: a symposium. BULL. MED. LIB. ASSN. 44(4):397-423 Oct. 1956

The symposium was introduced by Estelle Brodman. F.B. Rogers discussed the *Current List of Medical Literature*; M. Freyder covered the *Quarterly Cumulative Index Medicus*; P.A. Warren talked about the *Excerpta Medica*; and S.V. Larkey reviewed the abstracting services for medicine and related fields.

INTERNATIONAL CONFERENCE ON SCIENTIFIC DOCUMENTATION

A conference on scientific documentation is being planned for November 1958 under the National Academy of Sciences - National Research Council, the National Science Foundation and the American Documentation Institute. It is intended to evaluate progress since the Royal Society Scientific Information Conference of 1948 and to restate problems in current terms. Executive secretary is Alberto Thompson of the National Academy of Sciences.

Evaluation of coordinate indexing at the Naval Ordnance Test Station. M. Bloomfield. AMER. DOC. 8(1):22-25 Jan. 1957

Coordinate indexing with modifications was initiated at the NOTS libraries in 1953. The author states that from a cataloger's viewpoint, CI is an easy system to use for subject analysis, but reference work proved difficult to perform, and patrons were reluctant to use the system. The author concludes that one should not reject conventional subject headings, with unit cards, and convert to Coordinate Indexing.

Correlative indexes II. Correlative trope indexes. C.L. Bernier. AMER. DOC. 8(1):47-50 Jan. 1957

The paper discusses the problem of vocabularies of searcher and documentation system and bringing these into coincidence. Studies of several approaches to the solutions are reported.

Abstracting and indexing services in electronic and related electrical fields. J.T. Milek. AMER. DOC. 8(1):5-21 Jan. 1957

The more important abstracting and indexing services in the field of electronics and electrical engineering are described. Then follows a list of 160 United States and foreign services with brief descriptions.

New indexing-abstracting system for formal reports, Development and Proof Services, Aberdeen Proving Ground. A. Kent and J.W. Perry. AMER. DOC. 8(1):34-46 Jan. 1957

A new indexing-abstracting system is in operation whereby the engineer prepares telegraphic style abstracts of his reports and the Library staff indexes and catalogs these abstracts in accordance with a standard subject heading list.

Report on use of the NACE abstract cards. R.D. Misch. National Association Corrosion Engineers, 1957. 17 p.

Replies from subscribers to the NACE abstract punch card service indicate that they are primarily concerned with the problems of arrangement and retrieval. Subscribers would like to see more information on some of the cards and more detailed indexing. NACE will examine the card system with a view to making it more useful and convenient.

Some probability problems concerning the marking of codes into the superimposition field. G. Orosz and L. Takacs. J. DOC. 12(4):231-234 Dec. 1956

Exact formulas (based upon K. Jordan's probability theorem) are given for the distribution of the marked sites in a code field and for the distribution of multiple marking of a site.

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BIBLIOGRAPHY

The story of Liebig's *Annalen der Chemie*. H.S. van Klooster. J. CHEM. EDUC. 34(1):30-34 Jan. 1957

The author tells the history of the *Annalen* from its beginning in 1832 through two world wars to its present place as a high ranking journal publishing exclusively in the field of organic chemistry.

Union list of library periodicals. CONTENTS IN ADVANCE 1(1-2), 1955

The union list includes only journals publishing original material on librarianship, documentation, bibliography or archives currently received by more than 200 libraries in the United States, Canada and Mexico, as well as some major European libraries. Libraries are coded according to the same system used in New Serial Titles. The list is sent free to all 1955 subscribers to Contents in Advance. It is available separately at \$3.00 per copy.

Journals most cited by chemists and chemical engineers. R.L. Barrett and M.A. Barrett. J. CHEM. EDUC. 34(1):35-38 Jan. 1957

The paper presents up-to-date material to indicate some of the changes that have taken place during and since World War II. The most significant change is the decline in the positions of Germany and the German language. A wider knowledge of Russian, Japanese and Italian is needed today. The journals most likely to be used by readers based upon citations in *Industrial & Engineering Chemistry* and the *Journal American Chemical Society* in 1955 are listed.

The chemical and related literature of South America. L.J. Stevens. J. CHEM. EDUC. 34 :90-

Article covers the literature of countries South of the Rio Grande except European colonies and Puerto Rico. Three tables summarize information concerning academics, institute and societies, universities; important periodicals; facts concerning patent practice of these countries and their patent journals.

Bibliography of papers on classification and allied subjects. Classification Research Group, London. JOURNAL DOC. 12(4):227-230 Dec. 1956

Sixty-four papers by 14 authors are listed.

Foreign publications as an engineering tool. J.G. Odashko. *ENG. LOG* (Ford Instrument Co.) 1(1):4-5 Jan. 1957

The author recommends that the engineer regularly scan the foreign literature in his field. The most important German and Russian electronic magazines are cited as well as the English magazines publishing abstracts of German, French and Russian articles.

Drug information sources. Pharmaceutical Section, Science-Technology Division, Special Libraries Association. *AMER. J. PHARM.* 129(1): 4-10, Jan. 1957; (2):59-64, Feb. 1957

These are the first two articles of a series to be published monthly to provide a comprehensive world listing of the various sources of information about drugs. The bibliography will list for each country those books which collectively identify drugs used in that country. The first issue covers the United States and Canada. The second article covers France, Switzerland, and Austria.

The classified abstract archive of the alcohol literature. M. Keller. *REV. DOC.* 23(2):55 June 1956

Detailed description of the CAAAL as maintained by the Center of Alcohol Studies in the Laboratory of Applied Physiology, Yale University is given. The archive consists of specially prepared abstracts of world scientific literature on all aspects of alcohol problems. Abstracts printed on edge-slotted cards, on which the topical content is indicated in code. The abstracts are assembled by hand sorting the cards with a needle. The sorting positions are determined by consulting a Code Dictionary of the archive.

DOCUMENTARY REPRODUCTION

The organization of documentation by the Filmorex techniques. J. Samain. Paris, Filmorex, 1956. 7 p. Mimeo.

This method of documentation uses microfilm strips 70 x 45 mm. which is divided into 2 zones: one containing the text or abstract of the document; the other containing the code numbers. Twenty-five concepts made up of 16 digits, each can be encoded. The film is made in reels on a keyboard machine; the microfilm cards can be scanned by an electronic selector, and they can also be reproduced or enlarged by standard processing.

Documentation in action. ed. by J.H. Shera, A. Kent and J.W. Perry. Reinhold, 1956. 471 p. \$10.00

The book is based on the proceedings of the 1956 Conference on Documentation at Western Reserve University. Recent advances in documentation are summarized and evaluated. Attention is given to systems, equipment for making information available, use of recorded information in research and in decision making, and the education for librarianship.

New photo system shrinks drawing files. *CHEM. ENG.* 64(3):186, 188 March 1957

Using 105 mm. film, the Micro-Master system produces sharp second originals up to 36 x 54 in. size from clear or muddy engineering drawings. Negatives are stored on 5 x 8-in. cards thus reducing storage space 96%. Full sized originals can be reproduced on a choice of transparent or opaque bases. Micro-Master accessory equipment includes screen projector, tabletop viewer with 8 x 12 in. surface.

An introduction to photocopying. J. Cannon. *MANAGER* 24(11):864-875 Nov. 1956

Optical and non-optical processes are explained. New developments and photocopying devices are put into perspective. The author touches on the economics of document copying and the labor required.

Microfilm cameras for libraries. Staff. *CHEM. & ENG. NEWS* 35(6):104 Feb. 11, 1957

New microfilm camera developed by A. Seidell and H.F. Flemer has fixed in advance the illumination, time of exposure, aperture of lens, and development of the exposed film so that microfilm copying can be performed by employees with little training. The camera will be given free to research libraries if they agree to supply microfilms in place of interlibrary lending of the original. Contact Seidell at 2301 Connecticut Ave., N.W., Wash. D.C.

MECHANICAL AIDS

Automation in the library. W.S. Dix, Chairman. *ACRL Monograph* No. 17, 1956. pp. 27-43, 50-51. \$1.25

Four papers presented at the 41st Conference of Eastern College Librarians two of which discuss the Univac and Remington Rand's 700 series of electronic data processing machines, the 3rd touches on machines and library design, and the 4th paper studies the possible applications of automation concepts to libraries. A bibliography is appended.

Ushering in new look in patent searching. Staff. CHEM. WEEK 80(3):52, 54, 56 Jan. 19, 1957

The Patent Office is experimenting with punched cards and computer techniques for searching of 350 steroid patents. Speedier patent searches will cut the waiting time for granting a patent from 3½ years to months. The Patent Office plans to set up the entire chemical patent field on a mechanized basis.

How to ferret out information electronically. *Research Reviews* Sept. 1956:9-16

The EDIAC, an electronic system on which Documentation, Inc. has carried out research for the Office of Naval Research, is described.

LIBRARY ADMINISTRATION

Principles of planning accommodation for technical libraries. J.C. Gibbins ASLIB PROC. 9(1):4-11 Jan. 1957

Principles of arrangement that are applicable to the general layout of a library are discussed. The advantages of the fan-shaped principle are cited.

Guide to equipping and staffing of industrial technical libraries. J. Binns. ASLIB PROC. 9(1):12-28 Jan. 1957

The paper estimates the cost of equipment and staff for a typical industrial technical library during an initial five-year period. Detailed data are provided in tabulated form.

How to increase office productivity. E.P. Strong. State College, Pa., Trico Service Co., 1956. 139 p. \$4.00

A program for effective office management useful to the administrative librarian.

Manuscripts and archives. R. Vail, ed. LIBRARY TRENDS 5(3):309-416 Jan. 1957

The entire issue is devoted to papers on the collecting, physical care, arrangement and cataloging, and use of manuscripts and archives. Reference tools (guides and inventories) for utilizing these resources are discussed.

Techniques of teaching library science. T. Eaton. *Peabody J. Educ.* 32:99-108 Sept. 1954.

Recruiting library personnel. P. Benjamin, Chairman. ACRL Monograph No. 17, 1956. pp. 7-24, 45-50. \$1.25

Three papers presented at the 41st Conference of Eastern College Librarians discuss the problem involved in attracting and keeping more and better candidates for professional library positions. Extensive bibliography appended.

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Job analysis: a tool of productivity. Paris, Organization for European Economic Cooperation, 1956. 66 p. 4s6d.

Applying records schedules; records management handbook. Washington, National Archives and Records Service, 1956. 23 p. Processed.

This handbook is a basic text on the systematic application of records disposition schedules, with sufficient sample schedules to clarify what should be done in applying the principles stated. Four major checks to measure the effectiveness of a disposition program are presented. Although the handbook was written for Federal agencies, it can be used by anyone having records management responsibilities.

LITERATURE SEARCHING

Chemical engineering reports: How to search the literature and prepare a report. K.A. Kobe. Interscience, 1957. 183 p. \$3.00 4th ed.

This book is the outgrowth of a course given since 1942 at the University of Texas. The book tells the young engineer how to present a report to his superiors in a form which conveys an impression of professional competence.

SPECIAL LIBRARIES AND INFORMATION SERVICES

Research libraries in 1955. K.D. Metcalf. BULL. MED. LIB. ASSN. 44(3):318-326 July 1956

Comments on the main problems facing large research libraries today, with special reference to the U.S. Armed Forces Medical Library.

Research projects in the Library of Congress. R. Bray. *J. Doc.* 12(4):219-226 Dec. 1956

The article summarizes several research activities of the L.C. during the last 3 decades. Attention is paid to problems encountered and to the advantages and disadvantages to the sponsor and the participating library.

Library research and new drug development and promotion. P. De Haen. BULL. MED. LIB. ASSN. 44(3):285-294 July 1956

At all stages of new drug development information is needed from the technical, medical, legal, economic literature. A good librarian is of great value for making initial searches, reviewing the relevant literature, and disseminating the data to those concerned.

The role of a science information department in industrial research and development. H.E. Longnecker. J. CHEM. EDUC. 33(12):633-635 Dec. 1956

The department organization of this 60 member team is described as well as its activities. At Smith, Kline and French Laboratories competent literature scientists maintain close liaison with their colleagues in the laboratories.

Esso Research & Engineering Forming a Special Technical Information Division. Staff. CHEM. & ENG. NEWS 35(6):19 Feb. 11, 1957

To speed scientific work and conserve technical manpower, Esso has formed a new Technical Information Division. Specialists will evaluate and channel technical information to scientists and Esso Research and Jersey Standard affiliates everywhere.

Scientists and government research information. D.E. Gray. COLL. & RES. LIB. 18(1):23-27, Jan. 1957

The program of the National Science Foundation to make scientific report literature as readily available as conventionally published material has 3 minimum requirements: 1) automatic report announcement service, 2) provision of report reference service, 3) provision of a center for information about government reports (not a disseminating center). How these requirements are met is described.

Technical libraries of Western Europe. R.E. Betts. WILSON LIBRARY BULL. 31(6):462-464 Feb. 1957

The author visited about a hundred technical libraries in England, France, Germany, Norway, Denmark, Sweden, and Switzerland.

Information service on electronics. J.M. Brown. BRIT. COMMUNICATIONS & ELECTRONICS 2(12):66-70 Dec. 1955

Scientific and technical information services in Britain of particular interest to communications and electronic industries is reviewed.

TECHNICAL PROCESSES

A survey of methods of claiming serials. J.E. Tallman. SERIAL SLANTS 7(2):76-85 April 1956

Systems for determining completeness and current receipt of all issues of serials are reviewed. Special processing forms for searching and claiming delinquent issues are discussed and illustrated.

How books are bound. LIBRARY JOURNAL 81(20):2701-07 Nov. 15, 1956

Background information about the way books are bound, pre-bound, or re-bound.

A historical approach to corporate entries. E. Verona. LIBRI 7(1):1-40 (1956)

The historical development of corporate entries is traced systematically from its very first beginning until the end of the 19th century.

Some principles of a systematically arranged subject catalogue with an index. J. Anker. LIBRI 7(1):55-70 (1956)

A description of the main principles of a classified catalogue covering a limited period and provided with an elaborate index now under preparation in the Scientific and Medical Department of the University Library of Copenhagen. The material to be cataloged is restricted to mathematics, natural sciences and medicine.

New coding system for A.E.C. CHEM. & ENG. NEWS 35(8):114 Feb. 25, 1957

A system for A.E.C. that can be used by hand and by mechanical devices is being tested by Herner, Meyer & Co. Preliminary tests show that their cataloging system is 7½ times faster than systems now in use. It takes 2 minutes of classifying time per document as against a 15 min. average under customary methods.

Improved filing system for catalogs. CONSULTING ENGR. (St. Joseph, Mich.) 7(2):68-70 Feb. 1956

The American Institute of Architects standard filing system is excellent but needs the addition of 2 sets of cross-reference indexing cards, namely manufacturers and products index.

Card catalog reproduction. E. Hensel. J. CAT. & CLASS. 12(4):209-220 Oct. 1956

Machine methods such as Multilith, Addressograph, Mimeograph and Xerox can be applied to card reproduction. The use, operation, volume of work, costs, and problems are covered.

Time and motion study in a catalogue room. J.D. Van Pelt. AUSTRALIAN LIB. J. 5(2):55-63 April 1956

Checking with the catalog, order records, and bibliographies in batches rather than treating each book separately saves 3 to 6% of the time. Using the Library of Congress author catalog as a quick means of finding subject headings and classifying books saves 10.6% of the time.

Specialized cataloging and classification theory and technique. H.T. Dewey. Madison, Wis., College Typing Co., 1956.

A detailed subject classification for cardiovascular reprint libraries. E. Lepeschkin. BULL. MED. LIB. ASSN. 44(3):306-317 July 1956.

TECHNICAL WRITING

The librarian as a technical writer and editor. K.A. Baer. TWE JOURNAL Fall 1956:20-21

The editorial capacity of special librarians is well established; they have been editing everything from library bulletins, to company magazines and professional periodicals, also directories, collective biographies and abstract journals. Technical librarians and technical writers are brothers under the skin and they can derive considerable benefits from closer cooperation and frequent exchange of information and ideas.

Technical writers — good or bad. R.T. Hamlett. TWE JOURNAL Fall 1956:9-11

The author lists and describes 10 traits that make a good or bad technical writer.

Psychological barriers to writing. B.H. Weil and J.C. Lane. C. & E.N. 34(51):6244-46, 6248 Dec. 17, 1956

Faulty education is not the only factor behind poor technical writing. Such roadblocks as overestimation of deficiencies, report deadlines, inability to see the purpose of their reports create barriers to writing. The psychological problems of readers and report editors are also discussed.

Writing technical articles isn't so tough. H.C. MacDaniel. OIL & GAS J. 54(80):168-170, 172 Nov. 12, 1956

The major problems that technical authors face and the methods for solving these problems are discussed. The information is based on returns from 25 editors of leading periodicals.

How Ebasco prepares technical reports. J.R. Mayer. CONSULTING ENGR. (St. Joseph, Mich.) 7(6):57-59 June 1956

Report improvement program of Ebasco Services Inc. designed to standardize its report work at the highest level of quality. 375 reports per year ranging from 30-200 pages are completed. The Reports Preparation Division's standards manual, procedures, editorial treatment, and copy preparation is described.

Engineering writing. G.A. Cederborg. MACHINE DESIGN 29(5):80-82 March 7, 1957

A new, practical "danger-signal" technique for recognizing and avoiding the pitfalls of technical writing. Redundancy, indecisiveness, superfluity, vitiated verbs, verbosity, showiness, slipshod synonyms are some of the danger signals discussed. Examples of words and phrases that hinder effective writing are discussed.

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Approaches to scientific writing. E.M. Cohn. TWE JOURNAL Fall 1956:6-8

Some essential elements of scientific papers are considered: purpose and motives in scientific writing; characteristics of scientific writing; types of reports; time and place of publication; consequences of publication.

How to take the fog out of writing. R. Gunning. Chicago, Dartnell Corp., 1956. 64 p.

Includes 25 typical faults of business and technical writers and tells how each can be corrected.

TRANSLATIONS

Translations from the Russian: a guide to sources. E. Beyerly. Part 1: West European languages. REV. DOC. 23(2):33-41 June 1956

The paper concerns itself with the West European language translations mainly into English, French and German of recent Russian scientific progress appearing in the journal literature and in monograph form.

NIH Russian-English translation program. SCIENCE 124:974-975, Nov. 16, 1956

The National Institute of Health has established a program of translation of Soviet journals, abstracts, and monographs in biology and medicine. Publication of a Russian-English medical dictionary and a directory of Soviet medical and biological research institutes is being planned.

NSF program to make research results of other nations available. SCIENCE 124:974 Nov. 16, 1956

Three grants totaling \$89,910 provide for 1) a program for translating and publishing four Soviet biological research periodicals with first issues expected in late 1956 or early 1957 — award to American Institute of Biological Sciences; 2) establishment of a center to collect scientific translations from all languages. The Scientific Translations Center will combine the activities of two smaller centers operated by the Special Libraries Association and the Library of Congress—award to Special Libraries Association; and 3) procurement of a large number (700-800) of relatively rare chemical publications from many different countries to provide scientists with the original of any article abstracted in *Chemical Abstracts* — award to Midwest Inter-Library Center, Chicago.

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